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**STATE BOARD OF HEALTH
OKLAHOMA STATE DEPARTMENT OF HEALTH
1000 N.E. 10th Street, Room 1102
Oklahoma City, Oklahoma 73117-1299**

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January 9, 2018

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CALL TO ORDER, ROLL CALL, AND CONFIRMATION OF A QUORUM

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Martha Burger, President of the Oklahoma State Board of Health, called the meeting of the Oklahoma State Board of Health to order on Tuesday, January 9 at 11:06 a.m. The final agenda was posted at 10:51a.m. on the OSDH website on January 8, 2018, and at 10:40 a.m. at the building entrance on January 8, 2018.

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Members in Attendance: Martha A. Burger, M.B.A, President; Cris Hart-Wolfe, Vice-President; Robert S. Stewart, M.D., Secretary-Treasurer; Terry R. Gerard, D.O.; Charles W. Grim, D.D.S.; R. Edward A. Legako, M.D.; Murali Krishna, M.D., Timothy E. Starkey, M.B.A.

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Absent: Jenny Alexopoulos, D.O.

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Central Staff Present: Preston Doerflinger, Interim Commissioner of Health; Henry F. Hartsell, Deputy Commissioner, Protective Health Services; Tina Johnson, Deputy Commissioner, Community & Family Health Services; Julie Ezell, Office of General Counsel; Tony Sellars, Office of Communications; Brian Downs, Office of State and Federal Policy; Kristy Bradley, Office of State Epidemiologist; Kim Bailey, Chief Operating Officer; and Michael Romero, Chief Financial Officer.

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Visitors in attendance: (see sign in sheet)

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REVIEW, DISCUSSION AND APPROVAL OF MINUTES

Ms. Burger directed attention toward approval of the Minutes for the December 12, 2017 regular meeting.

Dr. Grim moved Board approval of the December 12th meeting minutes as presented. Second Ms. Wolfe. Motion Carried.

AYE: Burger, Grim, Krishna, Legako, Starkey, Stewart, Wolfe

ABSENT: Alexopoulos

ABSTAIN: Gerard

CONSIDERATION OF STANDING COMMITTEES REPORTS AND ACTION

Executive Committee

Ms. Burger reported that the committee received an overall update on the agency by Preston Doerflinger, Interim Commissioner. There was discussion on the OSDH Corrective Action Plan as well as potential organizational structure changes. In addition, an update was provided on the first meeting on the Joint Commission on Public Health.

Finance Committee

Ms. Wolfe thanked the staff in financial services for their continued hard work and efforts in developing a financial reporting system. Mike Romero, Chief Financial Officer, was asked to share a financial update. Mr. Romero provided an overview of the OSDH financial department and the new financial reporting platform. He stated there will be an interim financial report at the next board meeting.

See Attachment A

Accountability, Ethics, & Audit Committee

Dr. Grim indicated there were no known significant audit issues to report at this time.

Public Health Policy Committee

Dr. Stewart shared with the Board that the Governor has placed Oklahoma State Question 788, Medical Marijuana Legalization Initiative, on the ballot for June 26th, 2018. If this bill passes, the Oklahoma State Department of Health would be responsible for implementation. He also indicated that the public health lab remains a priority for

1 the agency.

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3 **REPORT OF THE INTERIM COMMISSIONER**

4 Mr. Doerflinger shared that the agency is taking positive steps forward with the completion of the Corrective
5 Action Report and the Joint Commission on Public Health. He thanked the entire OSDH staff for all their hard
6 work toward those efforts.

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8 Discussion was held on organizational structure changes with one approach of integrating the public health side
9 and the business side while remaining focused on the mission to improve health and protect lives.

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11 Mr. Doerflinger was impressed with the first meeting of the Joint Commission on Public Health. It will provide a
12 tremendous opportunity to look at how public health is delivered and how to maximize resources to impact public
13 health in the most positive way possible.

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15 There has been heightened interest in medical marijuana since the Governor placed it on the ballot. OSDH is not
16 equipped to take on the implementation as it is currently prescribed so there have been initial conversations with
17 legislators and the Governor's office about the challenges and finding a more appropriate agency to assist with
18 implementation.

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20 Mr. Doerflinger reiterated the importance of the public health lab and although timelines may need to be altered it
21 remains a high priority for this agency, board, legislators, the Governor, and others.

22
23 Last, several areas within the agency are being evaluated to find the best approach for service delivery. The
24 financial reports will come straight from Mike Romero, Chief Financial Officer, with no filters. Work will
25 continue forward to evaluate standards and controls that will be utilized to help restore public trust in the agency.

26
27 **CONSIDERATION OF A MOTION AND VOTE TO ADJOURN INTO EXECUTIVE SESSION**
28 **PURSUANT TO 25 O.S. Section 307(B)(1)**

29 **Dr. Stewart moved Board approval to go into Executive Session at 11:52 AM to discuss:**

- 30 a. The employment, hiring, appointment, promotion, demotion, disciplining or resignation of the
31 interim Commissioner of Health.
32 b. The employment, hiring, appointment, promotion, demotion, disciplining or resignation of the
33 interim Director of the Office of Accountability Systems.

34 **Second Dr. Legako. Motion carried.**

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36 **AYE: Burger, Gerard, Grim, Krishna, Legako, Starkey, Stewart, Wolfe**

37 **ABSENT: Alexopoulos**

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39 **CONSIDERATION OF A MOTION AND VOTE TO RETURN TO OPEN SESSION.**

40 **Dr. Stewart moved Board approval to move out of Executive Session at 1:15 PM. Second Dr. Krishna.**
41 **Motion carried.**

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43 **AYE: Burger, Gerard, Krishna, Legako, Stewart, Wolfe**

44 **ABSENT: Alexopoulos, Grim, Starkey**

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46 **CONSIDERATION, POSSIBLE ACTION AND VOTE ON MATTERS DISCUSSED IN EXECUTIVE**
47 **SESSION.**

48 **Ms. Wolfe moved Board approval to set interim Commissioner Doerflinger's annual salary at \$189,000**
49 **and to approve the transfer of all requested leave upon appointment. Second Dr. Stewart. Motion**
50 **carried.**

51
52 **AYE: Burger, Gerard, Grim, Krishna, Legako, Stewart, Wolfe**

53 **ABSENT: Alexopoulos, Starkey**

1 **Dr. Grim moved Board approval to appoint Don Smalling, Chief Security and Safety Officer, as the**
2 **interim Director of the Office of Accountability Systems. Second Dr. Gerard. Motion carried.**

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4 **AYE: Burger, Gerard, Grim, Krishna, Legako, Stewart, Wolfe**
5 **ABSENT: Alexopulos, Starkey**

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7 **CONSIDERATION, POSSIBLE ACTION AND VOTE TO APPOINT AN EXECUTIVE**
8 **SEARCH/REVIEW COMMITTEE FOR THE POSITION OF DIRECTOR OF THE OFFICE OF**
9 **ACCOUNTABILITY SYSTEMS.**

10 Item not addressed.

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12 **NO NEW BUSINESS**

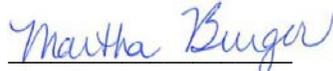
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14 **ADJOURNMENT**

15 **Ms. Wolfe moved Board approval to Adjourn. Second Dr. Krishna. Motion carried.**

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17 **AYE: Burger, Gerard, Grim, Krishna, Legako, Stewart, Wolfe**
18 **ABSENT: Alexopulos, Starkey**

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20 The meeting adjourned at 1:20 p.m.

21
22 Approved

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24 Martha Burger
25 Martha Burger, M.B.A.
26 President, Oklahoma State Board of Health
27 February 13, 2018

OKLAHOMA STATE BOARD OF HEALTH
Financial Reporting Overview



Michael Romero, Chief Financial Officer
January 9, 2018

The Finance Department Reports to the Chief Financial Officer (CFO)

Budget & Funding	<ul style="list-style-type: none"> Budget management for the OSDH.
Payment & Reconciliation	<ul style="list-style-type: none"> Works with all OSDH service areas to ensure the timely payment of invoices. Oversees the time & attendance system.
Grants & Reporting	<ul style="list-style-type: none"> Maintains accurate and timely reports for all federal programs.
Revenue & Receipting	<ul style="list-style-type: none"> Manages all cash transactions. Bills Medicaid, Medicare and private insurers including review, correction and resubmission of denied claims.

Why Financial Reporting?

- Absence of profit requires a different focus but proper financial measurement of all activities must still occur (service delivery)
- Allocation of limited resources to unlimited needs creates public debate
- Focus on methods used to generate financial sources and the uses made of those funds
- Need to keep the public informed (Accountability)
- Compliance with legally authorized spending authority
- Large and diverse funding sources
 - Federal funding
 - Revolving Funds
 - State Appropriation

Why GASB? (Governmental Accounting Standards Board)

- The Governmental Accounting Standards Board (GASB) is the source of generally accepted accounting principles (GAAP) used by state and local governments.
- Its mission is to establish and improve standards of state and local governmental accounting and financial reporting that will result in useful information for users of financial reports and guide and educate the public, including issuers, auditors, and users of those financial reports.
- The GASB has issued Statements, Interpretations, Technical Bulletins and Concept Statements defining GAAP for state and local governments since 1984.



Why COSO? (Committee of Sponsoring Organizations)

- COSO was organized in 1985 to sponsor the National Commission on Fraudulent Financial Reporting, an independent private-sector initiative that studied the causal factors that can lead to fraudulent financial reporting.
- The COSO framework provides an objective measure for the development of sound internal controls within a governmental financial reporting environment

How Will COSO Improve the OSDH Financial Reporting Environment?

- By using the COSO model, the internal financial controls can be implemented objectively through a 5-Point model.
 1. The Control Environment (integrity and ethical values)
 2. Risk Assessment (assess and identify risks)
 3. Control Activities (sound policies and procedures)
 4. Information and Communication (quality of information)
 5. Monitoring (ongoing monitoring; separate evaluations)

How Will OSDH Budgeting Change for the Better?

- The OSDH will implement a formal budget call process by program area.
- Every function within the agency will be analyzed for its needs and costs and the budgets will be built around the requirements for the upcoming period based upon the strategic vision of the agency.
- This process will occur within the constraints of the available funds and the approved agency service delivery platform.

Zero Based Budgeting Will Be Used

- Costs will not simply be built upon previous budgets.
- All cost incurring activities will be examined and justified.
- Each annual budget will be reevaluated and justified in terms of strategic objectives.
- Service delivery requirements will be carefully analyzed.
- Every budget will be built with a three-year operational plan.

How Will OSDH Report Financial Results?

- Reporting will occur on a monthly basis after the closing of the accounting period.
- Reporting will allow for comparison of budget to actual results.
- Reporting will reflect all of the activity for the period and the activity for the year-to-date.
- Reporting will be built to become comparative (year over year).

Next Steps

- OSDH financial activity operates on a mainframe system.
- This system does not function like a common enterprise resource planning system.
- A monthly closing of the books for this system will require the management of all operational reporting functions within a project managed closing plan.
- This plan is extensive and is underway within the accounting department.

Next Steps, cont'd

- As closing is managed through this plan, the financial reporting platform will present the data that will reflect the activity of the Agency for each period.
- The platform will mirror many common reporting formats for similarly situated entities.

Next Steps, cont'd

- Currently, the structure for the agency's SFY 2019 budget call templates is also being developed.
- These templates will separate personnel (FTE) and non-personnel costs and will be developed in a fashion that will allow for the analysis and justification of service delivery by program area pursuant to the strategic plan and available resources.

Internal Controls Committee

- An internal controls committee is also being developed in order to add an additional layer of assurance to the integrity of the financial reporting process.
- The internal control committee will function much as an audit committee in corporate and other non-profit settings except that its focus will be limited to the oversight of the internal control system related to financial reporting and its effectiveness.

Looking Forward

- Although the OSDH is still in crisis, these steps will begin to put the agency on strong financial footing for the upcoming fiscal year.
- The steps being taken are in accordance with the Corrective Action Plan of January 1, 2018 and finance will report on the progress regularly with an Interim Report at the next Board Meeting and the new financial reporting format to be available before the end of fiscal 2018.